VERSION 1301.1 | 12.9.12 RELEASE NOTES

Onboarding Manager: New System Features and Enhancements

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NEW SYSTEM FEATURES

Assignments

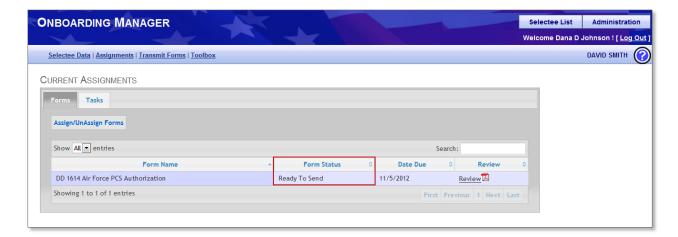
Onboarding Manager now allows forms to be assigned, electronically signed, and transmitted with two different HR user signatures for forms that require multiple approvals to complete internal processing. These forms will display two signature buttons when reviewing the PDF version of the forms. The label for the signature buttons is customizable (e.g. Authorizing Official and Approving Official). Any HR user can be designated as the first and/or second approver. Your organization can contact the OPM USA Staffing Program Office to customize your signature buttons.



There is no requirement for a particular HR user to approve the form in a sequential order and the first and second approver can be the same user. After the first HR user signature is received, the **Form Status** displays *Initial Approval*.



When the second HR user signature is received, the **Form Status** displays *Ready to Send* and both signatures are added to the form. Declining a signed form will remove both signatures if populated.



HR Only View Forms

HR users now have the ability to assign, accept, and transmit *HR View Only* forms. Selectees can complete the questionnaire fields for a *HR View Only* form but do not have the ability to view the PDF version of the form, sign, or submit the form. After a *HR Only View* form is assigned to a selectee, the corresponding questions for that form are listed in the **My Data** questionnaire within the selectee's record. After the selectee completes the *HR Only View* form fields in **My Data**, the PDF form will not display on the selectee's **Review Assignments** page. However, the form will automatically move to a *Submitted* status in **Assignments** within the selectee record on the HR User interface.

An HR user can also decline *HR Only View* forms to change the **Forms Status** from *Ready to Send* or *Initial Approval* back to *Submitted* if changes need to be made to the data entered by the HR user. After the necessary changes are made, the HR user can still complete, sign, and transmit the form without any action required by the selectee.

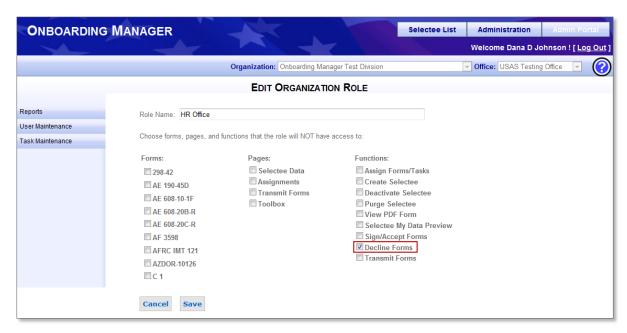
If a *HR Only View* form is incomplete, a red message will display on the PDF form in **Assignments** detailing the area of the questionnaire that needs to be completed. The message will indicate the incomplete fields on both the Selectee and HR User interface. If the incomplete element is a selectee field, the HR user will need to decline the form and inform the selectee of the missing information using the system generated declination email.

Administration

User Maintenance

The HR user names that are displayed when assigning a role and restricting a customer office have been modified to list only users who have profiles that allow access to Onboarding Manager.

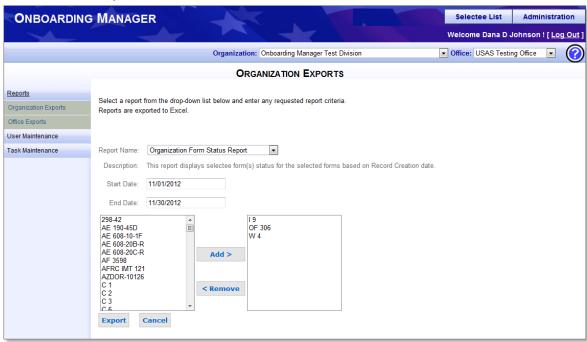
The **View Roles** area has been updated to allow Organization and Office Administrators to restrict a user's ability to decline a form when creating or modifying a role.



Reports

The Organization Form Status Report has been added to the Organization Exports. This report displays form status based on the selectee record creation date for active selectee records.

The Process Owner and Last Login Date (for the selectee) have been added to the data fields for Organization and Office Form Status Reports. The Last Login date has also been added to the Office Workload Report.



HR USER INTERFACE SYSTEM CORRECTIONS

Announcement numbers on the Position Information page that contain more than 27 characters will now truncate. This will eliminate the error message from occurring when a user attempts to save the work after entering an announcement number longer than 27 characters.

SELECTEE INTERFACE SYSTEM CORRECTIONS

The instructional text on the Selectee Identity Verification page has been updated to strongly inform selectees to verify that their identify information is correct before continuing the onboarding process within the system.